

All About Accommodations

Digital SAT School Day with Essay

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In today's session, we will discuss the process for requesting student accommodations for the Spring 2022 Digital SAT School Day with Essay, review the most common College Board accommodations; and, where to locate helpful resources.

Session Topics:

- When is testing in spring 2022?
- What is an SSD Coordinator?
- How to request extended time?
- How do I request text to speech?
- What about EL accommodations?
- Using SSD Online
- Resources

Test Dates

The NH Department of Education requires the SAT to be administered digitally to all 11th grade students, the exception is for students who qualify for the alternate assessment.

The primary testing window will be used by standard test takers as well as some accommodation types that can test on a single day or in the standard testing room, such as large print test books, some extended time testers, and preferential seating or wheelchair accessibility.

- The primary testing window is March 23-25 and March 29-30, 2022.
- The makeup testing window is April 13-15 and April 19-20, 2022.
- The accommodated testing window is March 23-April 5, 2022.

The accommodated testing window is for students with accommodations who require testing beyond the standard testing time and separate settings. Students testing during the accommodated testing window will be listed on the Nonstandard Administration Report (NAR).

Who is Eligible for Accommodations?

Students eligible to receive accommodations are those students who have an active Individualized Education Program (IEP). An IEP defines what services are provided to a student with disabilities including how they may best access testing. Students who have an active Section 504 Plan may also receive accommodations.

Identified English Learner students who do not have an IEP or Section 504 plan may also qualify for specific supports during testing. In order for students to receive accommodations on the SAT School Day they must have an active IEP, 504 Plan or identified as an EL student at the time of testing.

English Learners

Students enrolled in a U.S. school for less than 12 months and identified as active English Learners, based on a WIDA Screener, are exempt for one administration of the reading or language arts assessment; however, the one year reporting exemption applies to all state testing (i.e., EL newcomers are required to take the mathematics portion of the statewide assessments, but their scores will not be included for accountability purposes).

SSD Coordinator Responsibilities

The SSD Coordinator is an important member of the school test administration team. They act as the liaison to College Board for all things accommodations-related, including: responsible for disseminating important information to their students and proctors regarding testing, submitting accommodations requests in a timely fashion and providing accurate and complete documentation to College Board for review, and working closely with the school test coordinator to ensure that all students requiring accommodations for testing are on the NAR, have the right materials, and are in the correct testing room.

SSD = Services for Students with Disabilities

Learn more at the [Accommodations on College Board Exams website](#)

Tools for the SSD Coordinator

- [SSD Online](#) - Accommodations and some English learner supports will be entered in the College Board Accommodation and Supports Management system, known as SSD Online.
- [Nonstandard Administration Report](#) in SSD Online that provides a list of students approved for accommodations in SSD Online with information on when students test and how to administer the accommodations.
- SAT School Day FAQs - A document that answers some of the most frequently asked questions by New Hampshire educators administering Digital SAT School Day with Essay.
- NHDOE SAT with Essay webpage provides comprehensive resources for the SAT with Essay, links to manuals, the testing portal, checklists, and more.

New SSD Coordinators

New SSD Coordinator must create a [College Board Professional Account](#) if you don't already have one.

At least one staff member must be designated as the SSD Coordinator at each high school. College Board requires the coordinator form to be faxed, so if you have not identified an SSD Coordinator for your school yet, we advise getting this process started as soon as possible.

New SSD Coordinators complete the [SSD Coordinator Form](#) and fax form to 866-360-0114. Obtain your principal's signature. After submitting, an email will arrive with specific instructions on how to access SSD Online.

If you are the SSD Coordinator for more than one school, create one College Board Professional Account and **submit a separate form** for each school you work with.

Returning SSD Coordinators

Returning SSD Coordinators log in to their [College Board Account](#)

- If you've forgotten your password, use the Forgot Username or Password links on the log in page.
- Choose SSD Online from your Account Dashboard

If you need assistance, please visit: [Advice for SSD Coordinators](#)

Accommodations and Supports Process

The process flow for accommodations and supports is a continuous cycle. All SSD Coordinators should have a professional account and have obtained access to SSD Online. Once access to SSD Online is obtained, coordinators should spend their time reviewing existing accommodations for students, making any updates where necessary, submitting new requests for accommodations, and entering EL support requests for 50% extended time.

1. **Create [College Board Professional Account](#)**
 - SSD Coordinators without a College Board Professional Account must create one
2. **Obtain Access to SSD Online**
 - Submit [SSD Coordinator Form](#) to request access to the system
3. **Confirm Current Accommodations in SSD Online**
 - Confirm student information is accurate and accommodations aligns to current IEP/504.
4. **Enter New Accommodations in SSD Online**
 - For students without a prior approval, enter accommodations and monitor status.
5. **Adjust TIDE Settings**
 - Adjust student test settings in College Board TIDE based on approved accommodations in SSD Online beginning March 2022.

Deadlines to Request Accommodations

Accommodations requests can take up to seven weeks for College Board to process, so please start early. Accommodations and English Learner 50% extended time can be requested now through February 1, 2022

- For new students who transfer into your school after the accommodations request deadline, submit a request as soon as possible.
- College Board will review requests after the Accommodation and Supports Deadline for the following scenarios:
 - Students who are newly enrolled in a school
 - Students who have a new accommodation
 - Students who have a newly-identified disability

Paper Testing

Paper testing is not a common occurrence; however, if you do require a paper test form of any kind, please submit request to NHSAT@collegeboard.org by February 1, 2022 and that order will be placed for you by the College Board New Hampshire field team.

Students are expected to take the SAT with Essay digitally; however, the following situations may require a paper test:

- Students who require a paper test as an accommodation.
- Students who have “approval” to test in a home/hospital setting.
- New Hampshire students in schools outside of NH.

Review Student Needs

An important activity is to review students who already have approved accommodations for College Board exams.

It is the responsibility of the SSD coordinator to review and edit existing accommodations every year, to ensure that students are testing with the correct accommodations. Once a student is approved for accommodations, they will stay on the SSD dashboard until one year after their graduation year. **Unlike EL extended time, the accommodations will not need to be renewed every year.

- Verify the accommodations and student’s name, birth date and graduation date are correct.
- Update existing accommodations for students already in SSD Online, if needed.

Entering Accommodations and Supports in SSD Online

College Board Accommodations

For students with disabilities who have an IEP or 504 plan:

- Students will receive college and scholarship reportable scores.
- If a student has an accommodation in SSD Online for another College Board test (PSAT/NMSQT, for example), those accommodations do not need to be re-entered in SSD Online.

EL Time and One-Half Support

For eligible English learners

- Students will receive college and scholarship reportable scores.
- Students receive support of time and one-half (+50%)
- Must be requested each academic year.

State Allowed Accommodations and Supports

State-Allowed are specific accommodations or supports permitted by NHDOE

- Students will **not** receive college and scholarship reportable scores.
- Scores will be reported to the student, school, and state, but will not be reportable to colleges or scholarship programs.
- Any accommodation can be requested as a state-allowed accommodation; however, these should be selected only in unique circumstances as state-allowed accommodations do not result in a college or scholarship reportable score. If the student has a documented disability, a College Board approved accommodation should be requested.

Determining the Accommodations to Enter into SSD Online

- The accommodations entered into SSD Online should be consistent with the accommodations the student uses for taking other state and local assessments, during instruction, and must be included in the student's IEP and/or 504 Plan.
- Some terminology used in the creation of an IEP or 504 plan may differ from the College Board terminology.
 - For example, if a student typically requires assessments read aloud, *reader* or *pre-recorded audio* (MP3 via streaming) may be the closest match to what College Board has listed in SSD Online.
 - The IEP team can determine the best option in consultation with the student and family.
 - Schools do not need to change the terminology in the IEP or 504 Plan to match the College Board accommodations. Choose the accommodation that best aligns to the student's need.

Accommodations for Digital Testing

- Digital accommodations will not appear in SSD Online separate from their paper-based counterparts. For example:
 - A student who needs assessments read aloud and has an approval for a *human reader* or *pre-recorded audio* (MP3 via streaming) in SSD Online, will be able to test digitally with the text-to-speech accommodation. However, text-to-speech is not available in SSD Online to request.
- The accommodations on the following slides are examples of the most common types of accommodations requested for College Board tests.

Common Accommodations – Extended Time

Extended time is the most commonly requested accommodation. Here are the common scenarios for extended time. Students must sit for the entire amount of extended time they were approved for, even if they are the only one testing. No self-pacing is allowed.

- **Time and one-half (+50%) for reading**

Two Days

- Students will test in two days.
- Student will receive extended time for ALL sections.
- Student will receive extra breaks.

- **Time and one-half (+50%) for math***

One Day

- Student will receive extended time only for the math sections.
- Student will automatically receive extra breaks.

- **Double time (+100%) for reading**

Two Days

- **Students will receive extended time for ALL sections.**
- Student will automatically receive extra breaks.
- Students have the option to test over two days for SAT with Essay.

- **Double time (+100%) for math**

One Day

- Student will receive extended time **only for the math test**.
- Student will automatically receive extra breaks.

Remember to schedule time for administrative activities, such as passing out test books and reading directions.

Common Accommodations – Pre-Recorded Audio

Reading/Seeing Text

- **Pre-Recorded Audio (MP3 via Streaming)**

Two Days

- Students will use text-to-speech on the digital platform.
- Can be configured for all or parts of the test. Options include:
 - Read Text Only (default) – students receive time and one-half
 - Read Text and Graphics – students receive double time

- **Human Reader**

Two Days

- Students will use text-to-speech on the digital platform.
- Can be configured for all or parts of the test. Options include:
 - Read Text Only (default) – students receive time and one-half
 - Read Text and Graphics – students receive double time

- **Assistive Technology (AT)**

One Day

- Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.) with the digital platform.

- Screen reader software downloaded from Google or other cloud-based is not allowed. The College Board must confirm that the assistive technology is compatible, secure, and does not impact test construct.

English Learner Supports

Scores will be college and scholarship reportable.

Translated Test Directions and/or approved word-for-word bilingual dictionaries:

- Translated test directions are in PDF format (available in February 2022) and must be printed by the school ahead of test day. Languages available are: Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- [List of approved word-for-word bilingual dictionaries](#)

Time and one-half:

- Although not an accommodation, students must be entered in SSD Online in order to configure student settings in TIDE.
- Students will be automatically approved, and no documentation will be required.
- Must be entered in SSD Online each academic year. New students requiring this support can be entered into SSD Online beginning now through February 1, 2022.

Using SSD Online

Monitoring Your Dashboard:

- Is the student listed in SSD Online?
- Is the student information correct?
- Does the approved accommodation match the student's current plan?

It's important to monitor your dashboard to ensure the student information remains accurate. For example, Lisa is the SSD Coordinator at her school. She needs to verify that the accommodations approved for a student still matches his/her current plan and to determine if there are students who will need accommodation requests submitted so they can test with accommodations.

- First, she will need to see which of her students are already approved for accommodations. To do this, she can filter the list of students on her dashboard to see which of her students are already approved. For each of these students that are listed on the dashboard, she'll make sure that the accommodation that the students have already been approved for match the student's current IEP, 504 plan or other formal plan accommodations.
 - If a student's accommodation approval matches his/her current plan, there's nothing else Lisa needs to do for that student.
 - If a student's accommodation approval does not match his/her current plan, Lisa should speak with the student and possibly with the IEP or 504 team to see if the accommodations listed in SSD Online accurately represent what the student will

need for the College Board assessment. If there needs to be a change to the student's approved College Board accommodation, Lisa will need to request changes for that student.

- Lisa can also filter for students in the pending or action required status to determine if additional actions are needed in order for the student to be approved to test with accommodations.

After Lisa, the SSD coordinator, checked on the accommodation status for her students already on the dashboard, she will make a list of the students who are not on the SSD dashboard. New accommodations requests will need to be submitted for these students. To be able to do this, the SSD coordinator needs to make sure each student's IEP, 504, or formal plan is accessible to input the required information into the system.

SSD Dashboard

There is now a single integrated dashboard. Students approved for EL supports and state-allowed accommodations will now be displayed on the same dashboard as students approved for College Board accommodations. There is no longer a need to switch back and forth between dashboards.

The dashboard top navigation bar provides access to Helpful Links, the Pre-recorded audio (MP3) information page, the Nonstandard Administration Report (NAR), and the weekend SSD School Testing Calendar at the top of the page.

If you are the SSD coordinator for multiple schools, you can choose to display students by selecting the school. New filter and search options are available to search for students by name, filter by grade, or accommodation status.

Click the student name to view the Student Profile, which will include the student contact information and detailed information about each accommodation request.

Students with more than five accommodation requests will only display five accommodation requests on the screen. View the Student Profile to see all requests.

Student Profile

- Select a student name from the dashboard to view the Student Profile.
- Anticipated graduation date can be updated from this page.
- Actions such as submitting documentation (if needed) can be done.

Enter a New Accommodation into SSD Online

There is a four-step process to submit accommodations request for a student

- Provide student's disability
- Identify Accommodations being requested
- Provide plan information
- Review and submit the request

Enter a New Accommodation for a New Student

- Log in to [College Board SSD Online](#)
- Click New Request
- Select the New Accommodation or Support Type

Search for Student

- Search for a student using first and last name
- Select the student, then Continue

If the student does not appear on the list, click on Student Not Listed. If the student is not listed after searching, enter the student's demographic and contact information. Required fields are marked with an asterisk. Click Submit.

Required Information - Parental Consent

Once you have located a student or entered the student information, you will move to answering questions on behalf of the student about their disability and their school plan. To prepare, collect all necessary information including information about the student's disability and accommodation needs, the type of school plan and approximate date of the student's first plan, and documentation to support the student's need if requested.

Before submitting a request for College Board accommodations, schools must have parent or guardian consent to share information with the College Board. In NH, the IEP/504 plan provides the consent, so schools do not need to do anything additional to obtain consent. Please be aware that you must complete and submit the accommodation request once you go to the next page. In the first release of the redesigned platform, you will not be able to save your work after this point, so it is recommended to move on from this page when you know that you can fully complete the request. The request will take approximately 6-8 minutes to complete.

The next screen will provide some introductory information about what to have available when entering the accommodation.

- The system will also ask you to confirm parental consent.
 - The purpose of this consent is for the school to have permission from the parent to share information about the student to the College Board.
 - Parental Consent is based on district policy.
 - Choose the student's diagnosed disability from the appropriate category. Scroll to see all. You can select more than 1, as necessary. Once you make your selection, you will be asked if the student has had the disability for more than 4 months or for select disabilities the estimated date of onset.
 - Answer questions about the student's plan.
 - Review and confirm the information entered
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- Based on the information provided by the SSD Coordinator and if the student has an IEP or 504 plan, most requests will be "approved" automatically through what is called the *school verification process*.

- The system will indicate that supporting documentation is not required for the request.
- Once submitted, the SSD coordinator's dashboard will be updated with the "approved" status within several days.

The system will request documentation to be submitted for some of the following accommodations:

- 100% or more extended time,
- Assistive Technology (AT),
- One-to-one testing (human reader or writer/scribe),
- Breaks as needed,
- Other (for accommodation or disability)
- Once all documentation is uploaded, press Submit to ensure the request is complete.

Terms and Agreement

Verify that you have read, understand, and agree to the terms on the page then select Agree and Continue.

Transfer/Move Students

For schools with **less than 10 students** who need to be transferred from one school to another, complete the transfer template in SSD Online.

- Use the Transfer/Move student form located in SSD Online to transfer a student to your dashboard who has approvals at another school or to remove a student from your dashboard.
- To transfer a student from another school to your school, you must have the student's SSD number and date of birth.

For schools with **greater than 10 students** who need to be moved from old to new school, please send an email [email to College Board SSD](#) to request a bulk transfer template.

- College Board will provide a template via an encrypted email to schools to complete. Once completed, schools will respond back to College Board on the encrypted email for secure data transmission.
- The data required includes the student name, student DOB, old school AI code, and new school AI code, College Board SSD # if available.
- CB will process all transfers within 3 days.

Remove Accommodation

From the Student Profile page, complete the Remove Student Accommodations form.

Waiving Approved Accommodations

Sometimes, a student may want to waive their approved accommodation in order to use the standard test. This happens for a variety of reasons. On page 35 of the Test Coordinator Manual, you will find information on how to handle this request by the student.

Steps are as follows:

1. Student must have a letter signed by their parents (if under 18, if 18 or over, signed by the student) that states that they approve waiving the accommodations. Keep in file at your location – do not send back to CB.
2. On the master student list, mark the student as ‘moved’ by printing an ‘M’ next their name and noting the new testing room assignment.
3. Remove the accommodations from the student’s test settings in TIDE.
4. Write a note to the proctor authorizing the change, sign the note, and give it to the student to present on entry to the testing room (if within 24 hours)
5. They can use the same test ticket.

A change may be necessary to add accommodations or resubmit a request that was not approved.

- To add accommodations to a student already in SSD Online, search for the student on your Dashboard click their name to open the Student Profile. The student profile will provide basic information and any approved or pending accommodation requests.
- Choose New Accommodation Request. Follow the typical request flow to request the additional accommodation. Please note that any requests to add additional accommodations may require supporting documentation.

The same process can be followed if a request is not approved. The SSD Coordinator may resubmit the request providing additional information.

Nonstandard Administration Report

The NAR is a vital piece of the administration of SAT and/or PSAT 10 for students with accommodations. It is your one stop shop for ensuring fidelity to students’ approved accommodations and test environment. **Available about 4 weeks prior to test day**

Printing the NAR

Print the NAR to plan the test schedule/rooms. Three sections:

- Section 1: Student Summary (Including EL students using time and one-half)
- Section 2: Students who test on the primary test day
- Section 3: Students who test during the accommodated window

The NAR:

- Identifies students who can test in the same testing room.
- Provides additional instructions for accommodated students (if any)

Please include the NAR in your return kit

Digital Accommodations in TIDE

The [College Board Digital Testing Portal](#) contains the most up-to date information regarding digital testing for the digital SAT with Essay. We encourage you to visit the digital testing portal to practice giving the test in the digital preview and have students preview the digital test experience.

Please note that some deadlines on the Digital Testing Portal do not align to the NHDOE SAT with Essay dates. Refer to the Key Dates document on the NHDOE website for dates specific to the NH SAT with Essay.

College Board TIDE will be available mid-February to setup accommodations.

Managing Accommodation Settings in TIDE

- Accommodations for digital testing must be configured in TIDE prior to test day.
- Settings in TIDE will need to be selected for SAT for each 'event' – once for primary, once for make-up.
- Settings are modified within an **individual student's record**.

Training Opportunities & Resources

- Learning Management System (LMS) SSD Online and Accommodations for SAT
- Ongoing and available training at [College Board Learning Management System](#)

We highly recommend all SSD coordinators review and complete the e-modules for SSD Online Submit EL extended time accommodations.

1. Review existing accommodations for students.
2. Remove any accommodations that are no longer valid.
3. Submit new accommodations requests.
4. Check the dashboard daily for approved accommodations.

One month prior to test day

1. When the NAR becomes available, review and print.
2. Set student test settings in TIDE for approved accommodations.

Students Attending Out-of-District Schools

Students tuitioned from a New Hampshire district are expected to participate in the tests for their current grade level.

- It is the responsibility of the LEA to ensure that the out-of-district school understands that student is expected to participate in the SAT School Day, and that the student's enrollment/grade level and special education information is accurate.

Out-of-State Schools:

- SAT School Day testing must be administered on the paper administration dates. This is only for out-of-state schools who have NH student enrolled by a sending New Hampshire public school.

Paper/Pencil Administration Dates – Out-of-State Schools Only

- Primary: March 23
- Makeup: April 13
- Accommodated: March 23 – April 5